**ROSE BRUFORD COLLEGE OF THEATRE & PERFORMANCE**

**ONLINE STUDENT YEAR REPRESENTATIVES’ MEETING**

HELD ON

**Wednesday 26 October 2016 at 6.00pm**

All identified online student year representatives had been invited to attend an induction session designed for new and continuing year representatives.

Present: Heather Leech (Level 6 Theatre Studies student representative), Tim Lloyd (Level 5 Opera Studies representative), Jenny Wooster (Level 6 Theatre Studies student representative), Andrew Walker (Vice Principal)

(David Matthews [VLE Development Manager] was also in attendance in order to support the online conference.)

**Welcome and Introductions**

The student representatives were welcomed to the online meeting, the principal purpose of which was to provide a briefing about the role of Student Year Reps, and other matters affecting the College.

References were made throughout by the Vice Principal to the 2015-16 version of the Student Representatives’ Briefing Pack.

It was quickly established that the student representatives present had acted in this capacity for a number of years already and so a detailed account of the student representative role was not necessary.

Tim Lloyd reported that the BA (Hons) Opera Studies student representatives had all met at an Opera Studies residential weekend in April, and they had been able to have useful discussions both among themselves and with some other students present about the role and function of student representatives. They are able to remain in contact with each other.

Jenny Wooster and Heather Leech had also been in touch with each other on matters relating to the Theatre Studies degree programme.

**Forthcoming Programme Committees**

The forthcoming programme committees were discussed regarding both BA (Hons) Theatre Studies (to be held on Monday 14 November at 11.00am) and BA (Hons) Opera Studies (to take place on Friday 11 November at 2.00pm). The draft agenda was outlined and particular attention drawn to the programme committee’s consideration of both the programme’s external examiner’s report and the annual monitoring report relating to the operation of the programme in 2015-16.

Discussions took place regarding how the student representatives could disseminate the content of the programme’s external examiner’s report and annual monitoring report to their colleagues. Tim Lloyd asked whether the documents would be posted on the VLE, for example. The VP encouraged the representatives to discuss this with their fellow reps. An email to fellow students, directing them to a page on the VLE where the documents were made accessible was suggested as one possibility.

**Action**: VP to raise with Programme Directors and the Programme Administration team.

**Student surveys including module evaluations**

Discussions took place regarding module evaluations. The institution of an online module survey was mentioned by the Vice Principal that was also detailed in the Student Representatives’ documentation. In discussion with Tim Lloyd it became clear that the Opera Studies students already had in place an effective means by which module feedback was collected. Jenny Wooster and Heather Leech confirmed that similar mechanisms were in place for Theatre Studies. The Vice Principal agreed to clarify whether online students were required to undertake the new online module surveys.

**Action:** VP to clarify situation regarding module surveys and to report back to student representatives.

Some discussion also took place regarding the level 5 survey. Tim Lloyd pointed out that online students might remain at level 5 for several years and asked whether it was envisaged that in those cases the survey would be completed once only or each year. The Vice Principal replied that it would be appropriate for it to be completed every year.

**Taught Degree Awarding Powers (TDAP)**

The Vice Principal outlined the progress to date with the College’s application for Taught Degree Awarding Powers. He detailed the implications for students should the application be successful.

**Membership of cross-College committees**

The Vice Principal referred the student representatives to the relevant section of the Student Representatives’ document in which the range of cross College committees was detailed, on which students were represented. He encouraged the online student representatives to consider standing for these committees and he indicated that Jenny Wooster had played an active role on the Learning, Quality and Standards Committee in the past.

The student representatives confirmed that they had received details of the committee vacancies from Gill Simson.

It was commented that the prospect of participating as a member of a committee via Adobe Connect was not an appealing one. Jenny Wooster responded that she had found it at times challenging but she had found the technical support provided by David Matthews very helpful in facilitating her engagement with the Learning, Quality and Standards Committee.

**Strategic Plan 2017-2022**

The Vice Principal commented that a draft version of the College’s Strategic Plan 2017-22 was about to be distributed for consultation. This would be sent to online student representatives for their comments and details would be provided of the date by which any responses should be submitted.

**Action:** VP to arrange for circulation of the draft College Strategic Plan 2017-22.

**Online students on-campus**

Jenny Wooster outlined her experiences of a recent visit to the College’s campus, which had involved attending the College Library. Jenny had found that her card did not ‘swipe’ and so she was not able automatically to access the campus without the assistance of the Receptionist. She had also found that her card was not immediately usable in the Library. Jenny explained that, although relatively small-scale issues, cumulatively they made her feel rather unwelcome on campus and detached her from the institution.

**Action:** The VP agreed to raise these issues with the College’s ICT Manager.

The Vice Principal thanked the student representatives for their participation in the meeting and the VLE Development Manager for his technical support.

Meeting closed: 6.55pm.